

POSITION DESCRIPTION: Financial Management Specialist (Supervisory)

SOLICITATION NUMBER:		SOL-SOL-306-14-000089/OFM
1.	ISSUING DATE:	July 01, 2014
2.	CLOSING DATE:	July 14, 2014
3.	POSITION TITLE:	Financial Management Specialist (Supervisory)
4.	NUMBER OF POSITIONS:	One
5.	MARKET VALUE:	GS-13 (\$72,391 - \$94,108)
6.	ORGANIZATIONAL LOCATION OF POSITION:	USAID/Afghanistan
7.	DIRECT SUPERVISOR:	USAID/Afghanistan, Deputy Controller
8.	SUPERVISORY CONTROL:	Deputy Controller
9.	PERIOD OF PERFORMANCE:	13 months with an option for renewal
10.	SECURITY ACCESS:	Employment Authorization for Third Country National
11.	AREA OF CONSIDERATION:	Third Country National Personal Service Contractor (TCNPSC)

A. Background:

The incumbent is expected to bring considerable professional USG experience at the senior technical and management level and have an excellent understanding of audit processes, primarily in the area of financial audit but includes program/performance audits, as well as familiarity with U.S. Government audit agencies. S/he will provide expert advice to OFM staff, technical teams, Mission management, agreement officers and implementing partners in the areas of financial analysis, audit management, financial reviews, financial management systems and procedures, management and internal controls, and pre-award assessment procedures. Supporting staff development within the Audit Management Division, the position serves as the Team Leader for financial audits, providing mentoring and training to OFM's local professional financial analysts. This will consist of hands on training through coaching and mentoring and/or formal workshops/seminars. The incumbent should have strong leadership skills and the ability to transfer knowledge to junior level staff. The incumbent will be a critical component on the audit management team as he/she, on a daily basis, serves as lead coordinator for numerous audit actions generated by these audits. The successful coordination of the audit process by the incumbent will assist OFM, Mission Management and Technical Teams respond to Congressional inquiries generated by audit reports and recommendations.

The position will be based in USAID/Afghanistan Office of Financial Management, Audit Management Division overseeing the financial audit program. The individual will work under the supervision of the USAID/Afghanistan Deputy Controller and serves as principal advisor to her/him on financial audit related matters.

B. Basic Function of the Position:

The Financial Management Specialist (Supervisory) will collaborate with various USG officials and Implementing Partners including the Afghan Government Officials, Non-Governmental Organizations and other multi-national organizations to support USAID/Afghanistan programs.

The USAID/Afghanistan Mission on an annual basis is subject to over 60 audits performed by different audit agencies including the Special Inspector General for Afghanistan Reconstruction (SIGAR), Government Accountability Office (GAO), and USAID/Office of Inspector General (OIG). USAID's audits in Afghanistan are particularly challenging due to a political environment that heavily scrutinizes the effectiveness of the USG's development goals and results in Afghanistan. As such, the need to respond tactfully and rapidly to financial and performance audits with fact-based accuracy is paramount to the success of USAID programs. The incumbent will be at the forefront of ensuring accountability of USG funds in Afghanistan overseeing the largest and most complex financial audit program in USAID. Implementing the Administrator's Accountable Assistance for Afghanistan (A3) Initiative, the Mission is required to audit all (100%) of the projects in Afghanistan amounting to \$1.6 billion in FY 2014 and covering 50 USAID Partners and 91 projects. With such a monumental task, maximum coordination among USAID technical teams, the Director's Office, OFM, the Development Outreach Coordinator (DOC) Office, Washington Office of Afghanistan and Pakistan Affairs (OAPA) and the State Department Special Representative for Afghanistan and Pakistan (SRAP), respectively) is also essential.

Serving as the Agency's largest program globally, the USAID/Afghanistan program represents the single largest bilateral assistance program in the 50-year history of the Agency. With a program portfolio of over \$6 billion, the Mission implements programs in a wide range of sectors, including: advancing democracy and governance institutions, stabilization, agriculture-led economic growth, public financial management, trade capacity building, health, education, women's empowerment, and infrastructure. USAID/Afghanistan is leading President Obama's "Afghan First" initiative to empower Afghans to lead their country's development and reconstruction.

Major Duties and Responsibilities:

The incumbent will plan, direct and administer a comprehensive on-the-job and structured financial analysis and auditing training program designed to increase the capability of the FSN staff to provide the Mission's senior management with timely financial information for making decisions. S/he contributes to the development and management of USAID/Afghanistan's financial analysis and auditing functions for programs including the management of work performed by SIGAR, DCAA, U.S. and local CPA firms under the USAID Recipient-Contracted or Agency-Contracted Audit programs (ADS 591). S/he develops the financial analysis staff capability to provide advice and guidance to USAID/Afghanistan Mission staff regarding the financial soundness of project activities and regulatory requirements. The incumbent acts as the final quality assurance verifier for all financial audit deliverables (e.g., reports and training modules).

The incumbent must have a firm understanding of the USG program cycle, including project design, implementation, and monitoring and evaluation. In addition, the incumbent should have a familiarity with development approaches and best practices in a wide variety of audit and financial management areas. A strong familiarity with government oversight and audit agencies and practices is also required.

In these capacities, the incumbent's responsibilities and duties shall include the following functions:

1. Serves as the principal audit/financial management advisor and team leader supporting the coordination of financial and program audits. Provides uniform guidance and procedures for audit and financial management of all appropriated and non-appropriated funds available to the Mission, including implementation of internal accounting controls to safeguard those funds and other USAID assets, as well as, identify respective vulnerabilities to prevent possible waste, fraud or abuse of funds.
2. Acts as the Senior USAID technical expert involving the performance of comprehensive audits and examinations of all types of Mission and Host Government programs, to determine compliance with applicable legislation, regulations, policies and procedures to determine and evaluate the extent and quality of program and project implementation. Participates in the scheduling and establishing the scope of comprehensive audits of mission, contractor, cooperating country, and grantee financial transactions, and utilization of U.S., cooperating country, and third country funds, goods, and services with a program budget of more than \$6 billion.

3. Serves as an advisor to senior USG officials and their staff regarding the financial implications of existing or contemplated agreements. Provides guidance on the financial management requirements of procurement instruments including the review of award proposals to ensure compliance with applicable USG laws and regulations. Assures that financing and reporting procedures conform to USAID's financial and project management requirements. Evaluates the effectiveness of the implementation of USAID/Afghanistan programs, based upon internal control reviews and financial analysis of various financial management reports.
4. Provides mentoring, hands-on training , and direction to USAID OFM local and TCN staff including but not limited to formal technical financial training on topics and best practices related to audit, internal controls, and public financial management. Guide junior staff in performing ongoing tasks such as financial audit management, the completion of quarterly accruals, forward funding and pipeline analysis, and the review of financial reports and grantee budget proposals. Coach OFM financial analysts, helping them to serve in advisory role for technical teams and OFM's representative providing practical financial advice, analysis and recommendations on financial implementation and audit related matters.
5. Manages administrative and operational audit and financial management activities involved in accounting, internal control operations, and auditing of USAID Implementing Partners. Oversee pre-award surveys and limited financial reviews of partner organizations' accounting systems to determine if prospective grantees or contractors have adequate financial and administrative management capacity to administer USG funds. Reviews, critiques, and revises audit reports and prepares transmittal letters for dissemination of audit reports within the Mission, contractors, and others as required by the assessment engagements. Oversees the technical financial audit of program funds including the planning and coordination of audits as well as the monitoring of the status of open audit recommendations under the Mission's Audit Management Resolution Program. Develops internal policies and procedures governing the status, execution, and conduct of audit and assessment programs.
6. Guide financial analysts and manage the coordination and completion of the annual Federal Managers' Financial Integrity Act (FMFIA) review, the follow-up and closure of the Mission outstanding FMFIA weaknesses, and the documentation updates on audit and FMFIA issues required for quarterly MCRC meetings.
7. Perform other financial management-related duties as may be required and assigned by the Controller or Deputy Controller.

C. EVALUATION/SELECTION CRITERIA:

Candidates will be evaluated and ranked based on the following selection criteria:

- a) **Education: (10 Points)** A Bachelor's degree in Accounting, business administration, management, finance, economics, or public administration and policy or other relevant financial management stream is required. A Master's degree in any of the aforementioned disciplines or other relevant major along with a CPA or a Chartered Accountant certificate is highly desired. Academic degrees must have been completed at the time of application to be considered.
- b) **Work Experience: (25 Points)** Seven years of progressively responsible experience in audit and financial management is required. At least 5 years should consist of experience in audit and/or financial analysis arena. Experience working in an overseas environment in developing countries is desirable.
- c) **Communications: (10 Points)** Level IV (Fluent) Speaking/reading of English language is required.
- d) **Knowledge: (30 Points)** In-depth knowledge and understanding of pertinent U.S. Government, USAID regulations and procedures relating to budgeting, auditing, procurement, accounting and financial management. Knowledge of U.S. or International Generally Accepted Auditing Standards; extensive knowledge of activity design, implementation, management; and evaluation of high value development programs in a conflict or development environment are also required. Knowledge of budgeting and the effective and efficient management of resources (staff, and equipment) are required.
- e) **Skills and Abilities: (25 Points)** Must have excellent managerial, financial management and analytical skills to effectively perform duties and must possess leadership skills to mentor and transfer technical knowledge in the core areas of public financial management, including accounting, budgeting and reporting, human resources, procurement, and monitoring and evaluation. Demonstrate a track record of being able to manage an office or unit with the ability to provide on the job and/or classroom financial management training. Excellent interpersonal skills, the ability to work effectively in a multicultural team environment and to achieve consensus on project and administrative matters is required. Must be able to exercise tact and diplomacy with establishing and developing productive working relations with key counterparts, superiors, subordinates, and colleagues. Must possess the ability to apply sound professional judgment, ability to conceptualize, analyze, and resolve problems with very limited guidance and must be able to establish a high level of trust within the Mission and with outside stakeholders. A demonstrated ability to communicate professionally and effectively, both orally and in writing at the highest levels is required. Excellent presentation, analytical and writing skills are required, specifically, experience in the independent analysis, interpretation, and presentation of complex data orally and in precise, accurate, clear and complete written formats before multiple international stakeholders.

Maximum Points Available: 100.

Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID reserves the right to conduct interviews with the top ranked short-listed applicants. The interview will be one of the determining factors in the final selection.

D. TERM OF PERFORMANCE

The term of the contract will be for thirteen (13) months. Within four weeks after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, the incumbent shall proceed to Washington, DC for two weeks of mandatory training (FACT and FAM) before proceeding to Kabul to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified at a U.S. Government GS-13. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history and within the salary range under the GS-Scale.

In addition, the Mission has a 35% Post Differential allowance and 35% Danger Pay. During this period you will be entitled to two Rest and Recuperation trips (R&R) and up to three Regional Rest Breaks or three R&Rs and no RRBs.

You will be entitled to 20 days Administrative Leave plus two days of travel time for each break. In excess of the Administrative Leave, you will have to use your Annual Leave or Compensatory time for the breaks.

Physical Demands and Work Environment: Most Mission employees work a six day work week with Fridays off. The average work week is about 57 hours, with all hours over 40 as over time or comp time. Work in the office is mostly sedentary but travel to program-activity implementation sites outside of Kabul requires U.S. Government Regional Security Officer (RSO) approval, travel in fully armored vehicles and close coordination with the U.S. Embassy and U.S. Consulate security officers, DoD, and ISAF as relevant.

E. GENERAL INFORMATION REGARDING LIVING AND WORKING CONDITIONS IN AFGHANISTAN:

Life in Kabul, the capital of Afghanistan, has somewhat improved since the establishment of the government, and great strides have been made to regularize the availability of services, utilities, and supplies of common consumer items. Living conditions, however, are still difficult but this is an historical opportunity to work closely with a dedicated team to assist the Afghans to bring about peace and stability to their war-torn country. Afghanistan is an unaccompanied post. All staff will be housed on the heavily guarded and fortified Embassy compound.

F. MEDICAL AND SECURITY CLEARANCE:

The selected applicants must be able to obtain security and medical clearances. Third Country Nationals should be able to obtain employment authorization from the Regional Security Office. For medical clearances, Third Country Nationals should obtain Department of State Class I Medical Clearance.

G. BENEFITS AND ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a Third Country National shall be eligible for any of the listed fringe benefits to include health and life insurances, differentials and allowances.]

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600) and
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

H. CONTRACT INFORMATION BULLETINS (CIBs) or ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs:

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contract.

AAPD 06-11	Home Leave and Revised General Provision 5, Leave and Holidays
AAPD 06-10	PSC Medical expense payment responsibility
AAPD 06-07	AIDAR, Appendix D: Contract budget, salary determination and salary increase
AAPD 05-02	Clarification of Policy for Personal Services Contracts with Anticipated Contract Performance Periods Exceeding Five (5) Years
AAPD 06-01	Medical evacuation insurance
CIB 01-07	Clarification of the extension/renewal policy regarding PSCs
CIB 01-05	Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals
CIB 99-22	PSC Policy
CIB 98-23	Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements

CIB 98-11	Determining a Market Value for Personal Services Contractors Hired under Appendix D.
CIB 97-16	Class Justification for use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or less
CIB 96-23	Unauthorized Provision in Personal Services Contracts
CIB 94-09	Sunday Pay for U.S. Personal Services Contractors (PSCs)
CIB 89-29	Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage and Privately Owned Vehicles

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at:
<http://www.usaid.gov/work-usaid/aapds-cibs>

Additionally, AIDAR Appendixes D or J also applies to PSCs can be found at:
<http://www.usaid.gov/policy/ads/300/aidar.pdf>

I. REQUIRED FORM AND DOCUMENTS FOR INITIAL CONSIDERATION:

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. U.S government OF-0612 form which is available at the following websites:
<http://www.ussc.gov/Employment/of0612.pdf> or
<http://fms.treas.gov/hrd/forms/of0612.pdf>
2. At current curriculum vitae (CV) or resume;
3. A minimum of three (3) references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Afghanistan will only contact references for the finalist, and will only do so with the permission of the applicant.
4. A written statement that addresses the Evaluation/Selection Criteria in this solicitation.

The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

APPLYING

All applications must be submitted electronically by e-mail with the subject line “**Financial Management Specialist (Supervisory) (TCNPSC) SOL-306-14-000089/OFM Financial Management Specialist**” to: AfpakJobs@usaid.gov and AfUSAIDJobs@state.gov

Attention: USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior to July 14, 2014 unless revised. The highest ranking applications may be selected for an interview.

Please note that only short listed candidates will be notified.

Point of Contact:

Any questions about this solicitation may be directed to: KabulAIDHR@state.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation. Application must be submitted only to both email addresses stated under “Applying”.

Place of Performance

USAID/Afghanistan
U.S. Embassy
Great Massoud Road
Kabul, Afghanistan

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